



Personnel

## USE AND PREPARATION OF ARPC FORM 79

### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines the preparation and use of ARPC Form 79, **Correspondence Course Order Form**.

1. **Purpose:** To maintain accurate and current data in the member's personnel record.
2. **Preparation.** The top section of the form is filled out by the member requesting the correspondence course. The bottom section is filled out by the supervisor or training manager when ordering mandatory courses.
3. **Procedures.** The student completes the order in full and transmits the form to the Military Training Division (DPAT) via internet or fax. DPAT inputs the order request via MILPDS and a record is maintained for 3 years. Air Force Institute for Advanced Distributed Learning (AFIADL—formerly ECI) mails the correspondence course to the member within 24 hours.
4. **Form Prescribed.** ARPC Form 79.

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